

Secret Garden

Nursery School

10/12 Visser Street

Vorna Valley

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Secret Swimmers Swim School

General Information

2024

Objectives.

Secret Garden Nursery school has the aim of providing a happy, safe and loving environment for pre-school children. A structured curriculum is followed appropriate to age. We cater for children from 3 months to 6 years of age (Grade R).

Secret Garden is a Bible based Christian school where the word of God, spoken through his word, (the Bible). We pray and we read stories from the bible.

We teach the children Christian values and principals and if parents choose Secret Garden for their child we hope these values are reinforced at home.

Christian families will be given preference when placing a child at Secret Garden.

Please initial all pages and return a copy

Secret Garden follow the private school terms (**3 terms**) and when they are on holiday we follow our holiday program which is a more relaxed day for the children. The school is open throughout the year, with the **exception of public holidays** and the **December Holidays** and if a **public holiday is on Tuesday or Thursday, school will then be closed on the Monday or the Friday**

Our school opens on Wednesday the 17th of January 2024

Term Dates

School Terms.

| Term | Duration | No. of Days | Half Term Hol/Prog | Holiday Programme |
|------|--------------------|-------------|--------------------|-------------------|
| 1 | 17 Jan – 11 April | 56 days | 22 Feb – 26 Feb | 12 April – 6 May |
| 2 | 7 May – 8 August | 62 days | 01 July – 5 July | 12 Aug – 3 Sept |
| 3 | 4 Sept- 5 December | 63 Days | 24 Oct – 28 Oct | 2 Dec – 13 Dec |

We DO NOT close during the school holidays but run a holiday program which is a fun filled time allowing parents with older children to take their children at Secret Garden on holidays if they so wish meaning that the children do not miss out on any of our formal teaching time.

ALL DATES SECRET GARDEN WILL BE CLOSED DURING 2024

| | |
|--------------|------------------|
| 21 March | Human Rights Day |
| 22 March | School Holiday |
| 29 March | Good Friday |
| 1 April | Family day |
| 1 May | Workers Day |
| 17 June | School Holiday |
| 9 August | Woman’s Day |
| 23 September | School Holiday |
| 24 September | Heritage Day |

School Times

School opens on Wednesday 15th January 2025 at 6:30am.

The school is open from 6:30 am for parents who need to drop off their children early. The formal/ official school day starts at 8.30 for the Grade 0000, 000, 00 and Grade R. Half day is until 1pm. The school closes at 5.30pm.

Secret Garden we follow the private school terms (**3 terms**) and when they are on holiday we follow our holiday program which is a more relaxed day for the children.

Meals

Menu

Our policy is to encourage healthy eating. Teachers will set a good example by always eating nutritious healthy food. Part of our curriculum is to promote the benefits of eating a healthy diet. Please support us when you send a snack as detailed below, by sending food that does not contain sugar. We keep the sugar intake to a minimum at the school. Please do not send drinks. We provide rooibos tea and we encourage children to drink lots of water. Water is made available all the time as the children have their water bottle from home in the class water bottle box.

Breakfast

Breakfast is provided for children arriving before 8 am.

If your baby eats baby food, please send labeled jars. Any unfinished food will be sent home so that you can see how much your baby has eaten.

Porridge oats and rooibos tea is given for children arriving before 8 am. If you wish to send cereal instead, please send a small Tupperware daily and milk. Please put your child's name on the containers.

Morning snack:

Healthy snacks (yogurt, fruit, savory biscuits, cheese) are allowed but no drinks from home, chocolate or sweets.

Tea and seasonal fruit is served. If you wish, please send one healthy snack to supplement the fruit in the morning and a second snack if your child spends a full day with us. Suggestions are as follows:

Yoghurt, Savory biscuits, biltong, a piece of cheese, Sliced raw vegetables – carrot, cucumber, tomatoes etc. a boiled egg, a cooked piece of mealie, or anything your child will enjoy and will be nutritious for their little body.

Lunch

A healthy cooked meal is given at lunchtime, with a drink. *We encourage children to eat our lovely meals unless there is a medical reason not to do so. Many of our little ones like "Go-Go's" cooking and have asked mom to cook it like Gogo!*

Two week lunch menu with vegetarian option.

| Week A | Monday | Tuesday | Wednesday | Thursday | Friday |
|-----------------|---|-----------------|---------------------------------|---------------------------------------|--|
| Normal Menu | Chicken Alfonso (Chicken in a cheese sauce with pasta) | Macaroni Cheese | Fish fingers, rice, baked beans | Spaghetti Bolognaise | Hot dog Chicken Vienna with tomato sauce popcorn |
| Vegetarian Menu | Butter bean Alfonso (butter beans no chicken) | As above | Rice and Baked Beans | Soya mince Bolognaise (No beef mince) | Cheese roll & popcorn |

| Week B | Monday | Tuesday | Wednesday | Thursday | Friday |
|-----------------|--|-----------------|--------------------------------------|-------------------------------------|---|
| Normal Menu | Chicken dinner, rice, butternut mix veg, gravy | Macaroni Cheese | Fish fingers, mash potatoes, mix veg | Savoury mince, rice, mixed veg | Hot dog Chicken Vienna with tomatosauce popcorn |
| Vegetarian Menu | Butternut, rice mix veg, cheese sauce | As above | As above | Savoury soya mince, rice, mixed veg | Cheese roll & popcorn |

Babies are accommodated for by either blending the food, or by serving an alternative that they can eat easily. This is of course, if your baby is ready to move on from baby food to the school menu, or just some of the meals. Parents of babies are encouraged to discuss meals with the class teacher. Iced tea is served. The children are encouraged to drink plenty of water.

Afternoon snack

Sandwiches of Egg, Cheese or Jam – the children choose what they would like and are served at 3:30 – 4:00 pm with a drink. You are encouraged to send a piece of fruit to accompany the sandwich. Please put the fruit into a container labeled with his or her name.

Naturally, babies must be catered for as required by their needs. Please send an appropriate snack for your baby if he/she is not ready for a sandwich.

Birthday celebrations

We very much enjoy celebrating our childrens' birthdays. If you would like to send cupcakes for your child's classmates, you are welcome to do so. Please do not send a cake that the teacher has to cut as this is a complication that is difficult to deal with in the classroom situation. We do not allow party packs to be distributed as they often contain sugary items. Many parents do not allow their children to eat sugar. It is a fact that most party packs are thrown away by moms and dads. If possible, a photograph is taken on the birthday and posted on our private Facebook page. (This is not available to people who are not parents).

Playground

We have a lovely garden setting for the children to play in and there are flowers and trees to enjoy. We take great care to look after the calming environment for the children. The playground is completely fenced and well equipped with jungle gyms and plenty of other play equipment, including a lovely "pirate ship", amongst lots of other equipment to strengthen little muscles and little ones gross motor development.

The playground is a very important place for the children to grow and develop. Opportunity to play, "make believe" games is very important for a child's development. Free play is encouraged. We have dressing up clothes, face painting and dancing and much more on occasions to keep "fun" as part of the happy day at school.

Sand and water play are made available to the children at playtime. The playground is supervised at all times during outside play. No children will be allowed outside without such supervision.

We have a bike and scooter track with plenty of little bikes and scooters for the children. Peddling a bike is part of our development at an age appropriate level.

We have pets in the garden for the children to experience. These include an aviary with budgies. The birds breed and are attractive and educational for the children. There are rabbits in the enclosure. The children have the opportunity to stroke the rabbits.

Toys from home and stories in the garden

Please do not send any toys to school. This causes conflict with children and if the toy get lost or broken, then your child is upset.

We often point out to the little ones that their toys from home are special and just for them to play with at home. We have lots of toys at school and would like the children to keep their own toys at home.

Our playground is often used to sit under the shade or a tree and have a story read to the class by their teacher.

Dress and sun block

Please take note of this section as it involves the safety of your children.

- **A sun hat is essential.** A wide brimmed school hat is required. Hats must always be at school. No hat no play.
- **Sun block must be applied before school.** You are asked to send sunblock to school to add to our supply. Sunblock will be applied in the afternoon by the class teacher or one of our lovely helpers.
- **Please ensure that your child comes dressed in play clothes,** as they may be involved in messy play activities from time to time. Do not send your child in special clothes.
- Please label all clothes and shoes and send a small bag with a change of clothes in case of a toilet accident, or getting wet or dirty during messy play, water play and so on.
- Please do not send your child to school wearing jewelry –earring studs are acceptable, not ear rings as they may pose a safety issue if caught on something. Please do not send your child wearing trinkets or charms that are non- Christian
- **Girls must wear shorts, ski pants, leggings or trousers with underwear underneath. Skirts and dresses are discouraged. The children climb on climbing equipment and ride bikes. Appropriate playwear is encouraged. This is safe and comfortable for the little girls.**
- **Please do not send your child to school wearing dresses with big skirts.** The clothes might get caught on play equipment and are not suitable for movement and exercise sessions.
- **Long hair or braids must be tied up in the interests of safety.**
- **Boys must wear underpants under shorts and trousers.**
- A change of clothes must be sent to school every day as well as a jersey in case of cold weather.

Swimwear: (Over 3 years old and fully toilet trained)

- Boys and girls must have a swimming costume. Swim shorts for boys and a full costume for girls. Bikinis are not allowed. Please dress your child in their swimming costume under their clothes on the morning of their swimming lesson. Send underwear in a plastic packet for them to change into and to put wet items into.
- All children must have a swimming cap.
- As our swimming school is indoors, there is no need for a sun protective costume.
- A swim towel.
- ***Please note that if you forget to send any of the above on swimming day your little one will not be able to swim.***

Behaviour

We have a detailed policy in place which all teachers and helpers are familiar with and adhere to.

Your child will be taught principals of behaviour based on Christian teaching.
“...love your neighbour as yourself” Lev.19:18 NIV

As Christians, we know that the centrality of Christ is very important in all aspects of our lives. We also know that we need to teach that the outcome of a Christ centred life, is to demonstrate Our Saviours love towards ourselves and so towards others.

When young children begin to socialise and interact with other children in the preschool environment, undesirable behaviour can occur. Our aim is to work with parents and children in training our children in positive and Godly behaviour.

Below is a list of behaviours that are considered unacceptable in the classroom and playground.

Staff will be faithful to inform parents if or when a child displays these behaviours. We trust that parents will take the appropriate corrective action in such instance. Every help possible will be given to parents if they would like it. We love your child, even if we do not love their behaviour.

If, however, a child consistently exhibits these behaviours and the parents fail to take steps to help the situation, the child will possibly have to discontinue attending school.

“Let your speech always be with grace...”Col.4:6 NKJV

Unacceptable behaviour:

- Biting, hitting or physical aggression towards other children and teachers
- Spitting
- Coarse name calling or foul language
- Consistent, defiant resistance to the teachers authority

Secret Garden Nursery School does not use corporal punishment as a disciplinary action. Smacking by teachers or helpers is not allowed. Time out is used and a talk about what the matter has been about with the child, by the teacher. Regarding behaviour, we strive to teach that all behaviour, be it good or bad has a consequence. This means, obviously that good behaviour is rewarded positively and bad behaviour results in time out and any necessary, appropriate action such as discussing the matter with you, the parents of the child.

Please read the very important information below:

Late collection of children from school

Please inform the school if you are likely to be late in collecting your child. This is extremely important. Your child is likely to be worried if they are the last child left at school and all the staff have gone home – especially when we cannot explain where you are.

Please contact the school on this number and only this number: **084 063 1820.**

Parents of children still at school after 5.30 pm will be subject to a late collection fee.

The first 5 minutes charge is R50. Each minute after is then R10 per minute. This amount will be charged to your account.

We have great sympathy when you are delayed by heavy traffic and assure you that your child will be cared for until you arrive.

A different person collecting your child: This is VERY important!

If you need to have your child collected by a person that does not normally collect your child, **it is vital** that you inform the school. You must put a note in the communication book for the teacher to see. Please name the person coming to collect your child and state what relationship this person is to your child.

In the event of you not putting a note in the communication book, you must phone the school and speak to a teacher. You must give the name and the relationship of this person to your child. The school phone number is **084 063 1820.**

If staff are in doubt about letting a different person take your child, we will not allow your child to leave until we are satisfied that the situation is clarified by you the parents.

Toiletries /Requirements for Babies/Toddlers (0 – 2 years).

Each baby/toddler at our school has a “toiletory box” which has each child’s name on it and inside has the child’s **nappies, bum cream and wet wipes**. This system allows for no mistakes in terms of using the wrong products on a particular child. A communication book will be provided along with any other information about your child’s day. Requests for toiletries will also be noted in this book.

| | |
|--|--|
| <p><u>Please supply the following for your baby/toddler on the first day of school and then as and when is required.</u></p> <p>Nappies (one packet).</p> <p>Bum cream (one tub of cream)</p> <p>Wet-wipes (two packets)</p> <p>Please check your communication book for the above and replace as necessary.</p> <p>Formulae if required (Please make sure your child’s name is on the tin.)</p> <p>Bottles – 2 large bottles (labeled with your child’s name)</p> <p>Baby food – Please label the jar. (Uneaten food will be sent home for you to monitor the amount baby has eaten that day).</p> <p>Blanket, pillow, pillow case (pillow optional).</p> <p>2 sets of clean clothes.</p> | <p>Please supply this for your baby/toddler by the 1st of February 2023 This is the list of compulsory toiletries for the year.</p> <p>Sun block – 1 bottle (500 ml)</p> <p>Vaseline – 1 Tub (small)</p> <p>Bottle hand sanitizer 70% alcohol x4 (500 ml)</p> <p>Hand soap bottle x4</p> <p>Toilet rolls – 18 two ply toilet rolls <i>Babies still in nappies do not need to send toilet rolls</i></p> <p>Tissues – 4 large boxes (any brand, any colour)</p> <p>Wet-wipes - 4 packets of 100 wet wipes (Theses are occasionally required in the classroom).</p> |
|--|--|

NB: Please also send a **water bottle** for your child. This will be available for your child to have a drink at any time. Bottles are sent home to be washed daily, please send them to school every day with fresh water. Please label water bottles with your child’s name.

Please discuss your baby’s individual needs and routines with the class teacher.

Our priority is to care for your baby in the best way possible. Each baby is different and has different needs and routines. As far as is possible in a crèche situation, we endeavor to meet those needs.

Toiletries /Requirements for Children 2 years and older

Please supply this for your child by the **1st of February 2023.** This is the list of **compulsory toiletries** for the year.

- Sun block – 1 bottle (500 ml)
- Vaseline – 1 tub (small)
- Bottle of hand sanitizer – (500 ml) x 4
- Hand soap bottles – (500 ml) X 4
- Toilet rolls – 9 two ply toilet rolls (x 3 packs)
Babies still in nappies do not need to send toilet rolls
- Tissues – 6 large boxes (any brand, any colour)
- Wet-wipes - 4 packets of 100 wet wipes (Theses are occasionally required in the classroom).
- Blanket, pillow, pillow case (pillow optional)
(Blankets are sent home to be washed on Friday)

NB: Please send a **water bottle** for your child. This will be available for your child to have a drink at any time. Bottles are sent home to be washed daily, please send them to school every day with fresh water.

It is very important that you **communicate any concerns or information** with the teacher. You will be provided with a **communication book**. Please feel free to put messages into the book for teacher.

Time is often limited in the morning, for you to chat to the teacher, when you bring your child. Please write in the ***“Com.” book*** and tell the person taking your child to class teacher that there is a note for her so that it does not get overlooked.

Language

Secret Garden is an English speaking school.

At Secret Garden, we strive to cater for the individual child as far as is possible.

Gauteng is a diverse community and we embrace the differences in the population. We will accept children from non-English speaking homes and will help as far as we can to develop the English spoken and understood by the children. In our experience, little children can find it fairly easy to learn a new language in a school environment; particularly, when – as is the case with Secret Garden- language development is a priority in our curriculum.

It is important that parents of non-English speaking children work with the school in helping the child to make progress in English. For help and information, please refer to the Principal.

Children without the necessary understanding of English may be required to repeat a year at school to help their progress. You are very welcome to discuss this matter with the principal.

Toilet Training

The policy of care and development of the children at Secret Garden is to cater as far as is possible, for the individual needs of the child.

Potty training is done at school. We start to teach the child to use the junior toilets when the child is ready. We have junior toilets in the baby department.

It is advisable to take the lead from the child in this area of development. Communication with the teacher is vital. Toilet training should not be done too early for the little one and it is very often better to wait until the weather is warmer. Please talk to the teacher to decide what the best strategy is for your child. You may make an appointment to see the teacher in the, “Red Couch” room.

We strive to have the children toilet trained by the time they join the 3 to 4 year old group. Should you have any concerns please talk to your child’s class teacher

EXTRA MURALS

We have a number of extra murals for the children, should you wish to pay for these classes. You may like your child to join one or more. This is not compulsory and is entirely up to you. Most extra murals take place on different days, during the morning play time after morning snack. Tiny Bakers is on Monday afternoons after sleep time.

| | Morning | Afternoon |
|-----------|--------------|---------------|
| Monday | | Monkeynastics |
| Tuesday | | Tiny Bakers |
| Wednesday | | |
| Thursday | Tennis Teddy | |
| Friday | Dance Mouse | |

Swimming at Secret Garden



SECRET SWIMMERS SWIM SCHOOL

We have an in house swimming school operated by our own fully qualified staff. The pool is completely enclosed and heated so we are able to swim most of the year. We feel that swimming is an essential life skill in South Africa with so many domestic swimming pools and water bodies. The lessons are included in the monthly fees. The children have 1 half hour lesson per week.

Secret Garden is committed to teach every child that passes through our school to swim before they leave.

The lessons take place in the morning.

Your child will need a swimming costume (no bikinis), swimming cap and a towel. You will be informed which day of the week your child's age group has their lessons, **and so will need to be wearing their swimming costume under their clothes that day. Please send underwear for your child to change into in a plastic packet so that the wet items can be packed and sent home that day.**

(Parents are welcome to let their children have extra lessons in the afternoon with Glide Swimming School based at Secret Garden. **These lessons are for your account with Glide as they are totally separate from Secret Garden, they simply rent the pool. To contact Glide Swim School call: 074 195 2902).**



Our swimming instructors (Teacher Becky & Teacher Kylie) are fully trained and qualified Swim Dynamics swim instructors.

School Fees for 2024

Fees are payable on or before the 1st of each calendar month including December. ***Any fees outstanding after the 5th will be charged an admin/ collection fee R500 and R20/day thereafter until paid. Any fees outstanding after the 15th will result in the child being suspended.***

There is a registration fee of R1500.00. This is a once off payment.

What is included in the school fees:

- A full academic curriculum developing young minds and bodies age appropriately.
- ball skills
- music/dancing/singing
- Breakfast
- Fruit/snack at 09:30
- Lunch at 11:30
- Snack at 3 pm.
- ***Swimming is included in the curriculum for over 3's who are potty trained and is included in the fees.***

Grade 000- Grade R (Including swimming)

Half Day R4450/month inclusive.

Full Day R4700/month inclusive.

Toddler section up to and including Grade 0000 (Including swimming if over 3 and potty trained and a higher staff/pupil ratio)

Half Day R4600/month inclusive.

Full Day R4800/month inclusive.

High Care Baby Section 3months – 24 months (Much higher staff/pupil ratio)

Half Day R4600/month inclusive

Full Day R4800/month inclusive

A once off annual stationary / art levy of R900 is charged on all February fees.

Discounts

Fees paid up front annually by 2nd January qualify for a 10% reduction off the total amount:

Quarterly fees paid in advance qualify for a 5% reduction.

5% discount for a sibling in the school.

“Little Extras”

- We have a mobile zoo or reptile show that visits once a year. The cost is about R50. You will be asked to send cash payment in an envelope with your child's name.
- Our school photographer takes beautiful photos in the last term. This is optional and a letter will be sent nearer to the time.

Notice Period

Written notice of one full month (from the 1st of the following month) is required when leaving the school.

Please note

NO resignation, (finishing), date will be accepted after the 1st of October each year. This means that fees are payable for all three months should your child be leaving between 1st October and 31st December.

*If fees are paid annually a **notice period of one full school term** is required.*

Birthdays at Secret Garden

We love to celebrate the children's birthdays!

Should you wish to let your child share his or her birthday at school, you are welcome to send some cup-cakes for the class. (This is far easier for the teacher and her assistant to distribute to the children). Your child will have a special birthday crown to bring home after he/she has worn it for the day. The class will, at morning snack time sing "Happy Birthday" to your little one. Our in house photographer (Teacher Becky) will post a special birthday picture on our Secret Garden Family Facebook page for you to see.

Our policy is to ask you to not send party packs. We encourage healthy eating and as party packs often contain high sugar content, we often have complaints from parents who do not want their child to eat sugary sweets. Your cooperation in this matter is greatly appreciated.

Please appreciate that we cannot have parents at the morning snack. It is far too disruptive for all the other children and the staff. Please save the party packs and party celebrations with the party that you have outside school. Again, we thank you for your support.

Please sign below and initial each page.

I _____ confirm that I have read and understand this information document and agree to comply with the conditions.

Signed _____ Parent 1

Signed _____ Parent 2

This day _____ (date) of _____ (month) 2024.